

November 16, 2021

# Vestry Minutes



**Members in attendance:** Hal Evans, Chris Goode, Susan Homar, Ken Hubbard, Kathryn McLearn, David Neises, Lyndall Stanley, Suzanne Thomas, Trevor Walker (by Zoom), Adrienne Williams, Rev. Kelly Steele, Rev. David Wantland.

Absent: Kathy Field, Sally Robinson

**Also in Attendance:** Doug Eberle, Finance Chair; Phil Snyder, Building and Grounds Committee

- The meeting was called to order at 5:34 pm.
- David opened the meeting in prayer.
- Hal led the Vestry Covenant.
- The October minutes were unanimously approved via email

## Ministries – Discussion

Kelly led a discussion on **what the Ministries List, 2019** (Appendix 1) **says about St. Peter's mission, strategy & vision?** The consensus: While only a few are no longer active (Intercessors, Music Academy, Nursery), the ministries need to be combined in a better structure to so we can focus better. The Angel Tree, Food Pantry, JUST and Men's Group should be added. Vestry Points of Contact need to actively check with their ministry chairs to relieve stress on Kelly and staff. There should be a Hospitality Committee planning socials, coffee hours, parish meals and funeral receptions where we are failing to adequately cover. A Jobs Fair or Virtual Ministry Fair is needed for more parishioner involvement. During the February retreat, the new Vestry must decide our strategy, mission and vision in order to update the website.

Updated Internal Relationships Report (Appendix 4) distributed but not discussed.

## Budget and Finance Discussion (Appendix 2)

Doug summarized that October income was under budget, perhaps a result of the strong September income. Non-Pledge (Plate) income was 75% under budget; however, the budget amount was high based on anticipated 2021 income. Pledge income was slightly under budget. We are ahead or on target on the revised budget for the first ten months of the year and expenses are under budget. St. Peter's is in solid financial position at the end of October (Appendix 2, p. 1).

On Dec. 9, the Finance Committee will review/develop a recommended 2022 budget based on current Stewardship campaign results and input from staff and committee/guild chairs. The attached DRAFT expense budget has been developed primarily from review of 2021 expenditures with limited staff and organization chair input at this point. VPOC need to obtain 2022 expenditure estimates for a base budget and aspirational budget from their ministry chairs and send Doug their input as soon as possible, no later than Dec. 6 (Appendix 2, p. 1-4)

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## Stewardship and Vestry Calls

Hal reported that \$623,000 has been raised to date for the 2022 pledge income with \$655,000 needed to meet the base budget draft and \$685,000, the aspirational budget draft. The Vestry will make Vestry calls over the next 2 weeks to ask for feedback on church direction, to encourage participation in upcoming Thanksgiving and Advent activities and to thank them for their Pledge if they have already made one or encourage them to pledge if they have not had a chance to do so.

## Associate Priest's Report

David reported the youth have sold 75% of their poinsettias as a fundraiser for their pilgrimage to San Francisco and Yellowstone next summer. On Sunday, Nov. 11, Dr. Bertice Berry engaged a large crowd for our adult forum on the Power of Story. At present, the staff is preparing for the Christmas Eve services and other Advent activities as outlined by Kelly in the Priest-in-Charge report.

## Senior Warden's Report

Hal reported:

- a. The Vestry Nominating Committee has nominated Aubrey Brawner, Doug Eberle, Pete Kastner and Phil Snyder for the 2022 Vestry. The nominees will be presented to the Parish for a vote at the Annual Meeting on January 23, 2022.
- b. The VPOC are to contact their ministry chairs now for input into the annual report to be presented at the annual meeting, Jan. 23, 2022. Hal attached last year's annual report to his email Nov. 16 for examples. First drafts for each ministry are to be submitted for review at the Vestry meeting on December 14 with final reports due no later than January 9, 2022.
- c. Since St. Peter's only has 3 full time and 3 part time staff, the Vestry and parishioners can reduce the load on the administrative staff by doing the required work themselves where possible.

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## Priest-In-Charge's Report



Kelly gave an update on the following:

a. Vestry Calendar/Meetings

- 1) December 14 at 5:30 PM
- 2) January 18, 2022 at 5:30 PM
- 3) Annual Meeting January 23<sup>rd</sup>, 2022 (Breakfast & Election)
- 4) Retreat on February 18-19, 2022 (partially offsite at CCE?)
- 5) Diocesan leadership training (Leading with Grace) begins Feb. 11-12, 2022 (in our parish hall)

b. Diocesan Convention

c. Christmas plans –

- 1) Caroling at the Marshes
- 2) Advent Coffee hours with sharing of traditional family cookies
- 3) Making Advent wreathes, Nov. 28
- 4) Flyers outlining Christmas activities tubed to the Landings residents
- 5) On Christmas Eve:
  - a). Traditional family pageant begins at 5:00 PM with costumes in paper bags for the children
  - b). Christmas Choir recital from 8-8:30 PM
  - c). Traditional Christmas Eve service, 8:30 PM
- 6) Dec. 26 service, 9:00 AM

Note, SCDS is renting the sanctuary for their Dec. 5, 5 pm choral concert and reception afterward in the parish hall. They are providing their own refreshments.

d. Easter Sunday, April 17, 2022 – new bishop will come for confirmation

## Building and Grounds Report

Ken passed out copies of the Final Report to the Vestry for the new sanctuary heating, ventilating and air conditioning system prepared by Charlie Arraiz (architect), Kenneth Hubbard (architect), Richard Sullivan (professional engineer) and Joe Witten (construction cost estimator), who have spent countless hours on the project. An update from the Building and Grounds Committee on current projects is attached in Appendix 3.

## Closing

Hal closed the meeting with prayer.

This meeting was adjourned at 7:45 pm.

The next Vestry meeting is December 14 at 5:30 pm.

Respectfully submitted

*Lyndall Stanley, secretary*

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## Appendix 1 – Ministries identified in Strategic Plan, 2019

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	<b>Ministry</b>
Acolytes	Matt Rice*
Adult Education	Kelly Steele
Altar Guild	Emilie Miller & Sharon Grozine
Buildings and Grounds Committee	Paul Soderberg
Choir	Tim McKee
Coffee Hour Organization	Lisa Priest
Communication	Susan Mallgrave*
Community Action ?	Dan Malachuk
Design Committee	Debbie Giordan
Endowment Board	Chuck Koepke
Family Promise	Jim Brawner
Flower Delivery	Kristina Svenson
Flower Guild	Adrienne Williams, Margaret Hunter
Foyer Groups	June Palmer
Funeral Receptions	Alice Wright
Greeters	Betty Stout
Greeting Card Ministry	Shirley Forsell & Steve Langston
Helping Hands	Ken Hubbard
Human Resources Committee	Wyndie Eberle
Intercessors	
Kairos Prison Ministry	Bill Wright
Lay Eucharistic Ministers	Hunt/Amanda Ridberg*
Lectors / Readers	Hunt/Amanda Ridberg*
Living Waters	Mal Welch
Logos	Cindy Howell
LOVE Mentors	Karen Lindholm
Market Committee	Beth Holmquist, Debbie Giordan
Medical Eye Committee	Jim Toedtman
Membership / Newcomers	Linda Tierney & Kelly Steele
Memorial Garden Committee	Alice Wright
Music Academy	Aubrey Brawner
Music Committee	Marilyn Sobke
Nominating Committee	John Sobke
Nursery	Sally and Dan Spencer

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Outreach Committee	Langston Bass
Parish Weekend	Kim Ribbens
Pastoral Care Committee	Various liaisons to PC functions
Prayer Bead Ministry / DOK	Barbara Baker
Prayer Guild	Shirley Forsell
Prayer Shawl Ministry	Joan Seaman
Receptionist / Admin Ministry	Amanda Ridberg*
Social Committee—fellowship/hospitality	Various—see VPOC plan
Sound System	?
Stewardship	Jim Toedtman
Strategic Planning	Randy Stolt
Sunday School — Young Families	
Treasurer/Finance Committee	Bob Gilbert & Doug Eberle
Ushers	Bill Wright
Vestry	John Sobke & Hunt Priest
Wedding Guild	Cynthia Calder
Youth Programs	Matt Rice

## Ministry Support & Governance

Buildings and Grounds	Paul Soderberg
Communications	Susan Mallgrave*
Design Committee	Debbie Giordan
Endowment Board	John Kleine
Human Resources Committee	Wyndie Eberle
Nominating Committee	John Sobke
Outreach Committee	Doug McManamy
Receptionist / Admin Ministry	Amanda Ridberg*
Stewardship	Jim Toedtman
Strategic Planning	Randy Stolt
Treasurer/Finance Committee	Bob Gilbert & Doug Eberle
Vestry	John Sobke & Hunt Priest

## Worship

Acolytes	Matt Rice*
Altar Guild	Emilie Miller & Sharon Grozine
Choir	Tim McKee
Flower Guild	Adrienne Williams
Greeters	Betty Stout
Intercessors	
Lay Eucharistic Ministers	
Nursery	Sally and Dan Spencer
Ushers	Bill Wright
Lectors / Readers	Amanda Ridberg*
Sound System	?
Coffee Hour Organization	?

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<b>Outreach / Service</b>	
Community Action ?	Dan Malachuk
Family Promise	Jim Brawner
Kairos Prison Ministry	Bill Wright
Living Waters	Mal Welch
LOVE Mentors	Karen Lindholm
Market Committee	Beth Holmquist
Medical Eye Committee	Jim Toedtman
Music Academy	Aubrey Brawner
Music Committee	Marilyn Sobke
Family Promise	Jim Brawner

<b>Pastoral Care / Internal Community Support</b>	
Adult Education	Kelly Steele
Flower Delivery	Laura Wieners & Kristina Svenson
Funeral Receptions	Alice Wright
Greeting Card Ministry	Shirley Forsell & Steve Langston
Helping Hands ?	Ken Hubbard
Logos	Cindy Howell
Membership	Linda Tierney & Kelly Steele
Memorial Garden Committee	Alice Wright
Parish Weekend	Kim Ribbens
Pastoral Care Committee	
Prayer Guild	Shirley Forsell
Social Committee—fellowship/hospitality	Various—see plan
Sunday School—Young Families	
Youth Programs	Matt Rice
Wedding Guild	Cynthia Calder
Foyer Groups	June Palmer
Prayer Shawl Ministry	Joan Seaman
Prayer Bead Ministry / DOK	Barbara Baker

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## Vestry Action Items – November 11, 2021 Meeting



ST. PETER'S  
EPISCOPAL CHURCH

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Attendees: Regina Crofts, Doug Eberle, Hal Evans, Pete Kastner, Steve Langston, John Sobke, Rev. David Wantland.

There were no motions for Vestry action at the Finance Committee meeting on November 11, 2021.

The Finance Committee wishes to inform the Vestry of the following items:

### ✚ 2022 Draft Budget

The Committee discussed the DRAFT 2022 operating budget income and expense budget. Doug, Hal, Kelly+, Pete and Jim had reviewed the budget on Wednesday. There has been limited feedback from staff and committee/guild chairs to date, however there is time before the final budget preparation for that input. The Finance Chair will send the draft budget to interested parties requesting their review and revision if necessary. Staff and committee & guild chairs will also receive detailed 2021 January – October expense reports for the expense account(s) they are responsible for. The focus is to provide estimates for “Base” (“keeping the ship afloat”) 2022 expenditures – costs for continuing operations. Additionally, they may “Request” additional funding (“set sail with God”) for new initiatives with supporting documentation. The Vestry Point of Contact for each area will also receive the reports and therefore may consult with their activity/ministry on budget preparation. The 2022 budget development timeline:

- November 16 – Vestry review / discussion of the draft budget
- Early December – HR Committee recommendations on staff salary increases for budgeting purposes
- December 9 - Finance Committee will review/develop a recommended budget based on current Stewardship campaign results and staff & committee/guild chair feedback
- December 14 – Vestry review / discussion / approval of the final 2022 budget

A Budget Status memo documenting the 2022 budget highlights is attached, along with a one-page budget summary. The detailed budget exhibit will be provided to the Vestry separately. The account level detail budget is the budget that the Vestry approves.

A 2022 mid-year budget review/revision, similar to 2021, is planned.

### ✚ Memorial (Gen) Fund TRA Policies and Procedures

The Memorial (Gen) Fund Temporary Restricted Account (TRA) accumulates gifts which have been given as a memorial of a St. Peter's parishioner when the gifts are not designated for a different fund, such as for the Outreach Committee. This general fund replaces multiple funds previously established for specific individuals, one fund each. Definitive policies and procedures do not currently exist for this TRA, especially those addressing expenditure of the monies. The account currently has an over \$14K balance. The Finance Committee will develop detailed policies and procedures for this TRA as part of the Treasurer's Manual rewrite project. Regina tracks the contributions by name of the deceased so that the family can be notified of the donations. She may use 'Project' codes in ACS Financials posting when a specific purpose for the donations has been identified by the family.

## Budget Status – Nov 2021

The 2022 budget story: strong Stewardship campaign, balanced 2021 operating budget, energized congregation, powerful aspirational budget message! The expense budget has been developed primarily from review of 2021 expenditures with limited staff and organization chair input at this point. The expense budget will be fine-tuned with staff and committee & guild chair input prior to the December Finance Committee meeting. Medical insurance costs have increased 6.5% from 2021; dental is unchanged from 2021.

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Potential inflation has impacted many areas. The Finance Committee is focused on developing a reasonably balanced 2022 “base” budget and therefore presents this DRAFT budget for Vestry discussion and direction.

### Working DRAFT BASE (“Keeping the Ship Afloat”) budget:

Income	Non-Pledge, Pledge & Misc.	\$835,500	Based on current pledge campaign results & estimations. Includes \$75K of PPP monies. \$25K Building rental
Expense – Base  [continuing programs & activities]	Personnel	\$523,847 [60.9%]	Mid-year salary increases for key staff, increased medical insurance
	Outreach - Diocesan Assessment	\$23,000 + \$99,223 [14.2%]	Outreach focused on Music Academy & Eye Mission; Diocesan Assessment @12% of 3yr avg. operating income
	Worship & Music	\$19,250 [2.2%]	Includes Live Streaming support
	Programs	\$22,300 [2.6%]	Adult Ed, Youth Ed, Hospitality, Pastoral Care, Music Academy; includes \$7K for youth pilgrimage
	Administration, Communications, etc.	\$81,575 [9.5%]	Includes Stewardship & CC/Debit card fees, \$6K moving expense allocation
	B&G	\$76,600 [8.9%]	Increased utilities and general repair
	MRF	\$15,000 [1.7%]	Dedicated to building repair & replacement – Major projects
	Total	\$860,795	
<b>Base Budget Deficit</b>	<b>\$25,295</b>		

The Priest-in-Charge, Senior Warden, Treasurer, Finance Committee chair and Stewardship chair reviewed and revised the draft budget prior to the Finance Committee meeting. The Finance Committee approved the draft and forwards the budget to the Vestry for their discussion.

The draft BASE budget includes the following items:

- Pledge income – 5.5% increase over pledges received in 2021, 10% over 2021 pledge budget
- Non-Pledge income – continued strong support from contributors and new parishioners
- Misc. Income – \$25K Building rental, \$75K PPP monies
- Personnel – 6% staff COL increase targeted for July, therefore 3% impact on budget; Sunday nursery staff included for full year; potential clergy salary increases included
- Outreach – Music Academy and D.R. Eye Clinic mission (Gift of Sight) restored to 2020 levels
- Youth Ed – includes \$7,000 for St. Peter’s portion of the J2A pilgrimage
- Worship – includes \$8,000 for Live Streaming support
- Hospitality – increase for I-W-C; Coffee Hour, Parish Meals, etc. restored to 2020 levels
- Administration – includes \$6,000 max. relocation expense for new Music Director, reduced Telephone & Internet expenses, probable Property & Casualty insurance increase
- Stewardship – full audit required in 2022, \$3,000 increase
- Major Repair Expense contribution – funding restored to \$15K level
- B&G – Maintenance – Janitorial Service was eliminated, \$4,400 in 2021 budget



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Working DRAFT ASPRATIONAL (“Set Sail With God”) budget:

Income	Additional Pledge	\$30,000	Pledge commitments above the BASE budget amount – indication of commitment to Children’s Ministry
	Endowment Fund distribution	\$24,000	Recorded only when Children’s Ministry expenditures are recorded
Expense – Aspirational  [new programs & activities or increased support for current activities]	Personnel – Salaries & Benefits	\$3,171	Additional salary increases for key staff
	Personnel – Children’s Ministry	\$24,000	30 hours/week starting in August
	Diocese Assessment	\$1,805	Potential increase
	Programs	\$500	Hospitality & Pastoral Care
	Planned Giving	\$4,500	2022 activities, including Thank You party
<b>Aspirational Budget Deficit</b>	<b>\$5,271</b> <b>Additional pledge income exceeds additional expenses excluding Children’s Ministry</b>		

Next Steps:

The most recent responses to the Stewardship campaign are encouraging, however we are still short of the income needed to achieve a balanced **BASE** budget. Additional income is required for the **Aspirational** budget. Vestry calls with prior year pledging households who have not currently pledged in 2022 are critical to achieving our goals.

The budget process timeline:

- November 15 - Finance Committee chair to send DRAFT budget and Jan-Oct expenditure detail reports to staff, committee/guild chairs and their corresponding VPOCs for their review and revision if necessary
- November 16 – Vestry review / discussion of the draft budget
- Early December – HR Committee recommendations on 2022 staff salary increases for budgeting purposes
- December 9 - Finance Committee will review/develop a recommended budget based on current Stewardship campaign results and input from staff and committee/guild chairs
- December 14 – Vestry review / discussion / approval of the final 2022 budget

A 2022 mid-year budget review/revision is planned. This would be like the 2021 process.

In the event pledge income is insufficient to achieve a balanced operating budget, then the Finance Committee will recommend BASE budget expense reductions to the Vestry. In the past some of these reductions have included:

- Elimination or reduction of the operating budget contribution to the Maintenance Reserve Fund – a potential \$15,000 saving
- Reduction / Elimination of Hospitality expenditures – Coffee Hour, Parish Meals, etc. – making these activities self-funding from parish donations – max \$2,550 reduction
- Eliminating Vestry Expense - \$1,000 savings
- Reducing the Music Program budget
- Reducing support for the Music Academy
- Reducing staff hours and/or salary – a very bad idea in the current environment
- Reducing Advertising expenses – only \$1,500

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St. Peter's

2022 Budget Summary

November 2021 Draft

Area	2021 Budget	2021 YE Forecast	2022 Base Budget	Adjustments	2022 Aspirational Budget	Comment
<b>INCOME</b>						
Non-Pledge contributions	80,000	85,000	80,000		80,000	2021-22 continuing newcomers
Pledge Payments	594,000	593,780	655,000	30,000	685,000	2022 - 10% incr over 2021
Miscellaneous income	106,250	85,986	100,500	24,000	124,500	2022-increased building rental, St. Thomas Youth (\$0k); Reserves; AB-Endowment
<b>Total Income</b>	<b>780,250</b>	<b>744,766</b>	<b>835,500</b>	<b>54,000</b>	<b>889,500</b>	Base-includes prior year surplus/reserves; \$55,250 over 2021 budget
Total Income x PPP	718,250	722,766	760,500			Base-\$42,250 over 2021 budget excluding PPP monies
<b>EXPENSE</b>						
Outreach	5,500	3,500	23,000	0	23,000	Eye Clinic & M.A.; AB-restore \$5k to Outreach Comm
Diocese Assessment	84,296	84,296	99,223	1,805	101,028	2021 - 10% of 3 yr. avg income; 2020 - 12%, + \$16,732, AB-10% successful appeal
Adult Education	2,000	1,650	2,000	0	2,000	
Youth Education	3,130	3,130	11,750	0	11,750	includes J2A Pilgrimage (\$7k?); restore Children's pgm
Hospitality	3,550	2,350	4,800	250	5,050	I-W-C & Name tags; Coffee Hour, Parish Meals
Pastoral Care	250	350	750	250	1,000	
Administration	55,625	56,077	64,075		64,075	Payroll service, ACS -> Realm; telephone sys & internet
Communications	1,850	1,250	2,250	0	2,250	
Worship & Music	24,025	26,800	19,250	0	19,250	Altar, Music supplies & repair, livestream support & license fees
Stewardship	12,050	12,150	15,250		15,250	Full audit in 2022
Other excl Music Academy	1,500	1,500	1,500	4,500	6,000	AB-Planned Giving
Other - Music Academy	1,500	100	1,500	0	1,500	Full support - \$5k from Outreach
Major Repair Reserve contribution	0	0	15,000		15,000	MRF Workbook suggests a \$36k contribution; 2019 - 2022 direct funding from other sources; 2022 restore 2020 contrib level
B&G - Energy	39,750	41,250	43,000		43,000	
B&G - Maintenance	33,700	31,168	32,850		32,850	Incr cleaning/disinfecting supplies, reduce grounds - volunteer work
B&G - Design Comm & Memorial Garden	500	925	750		750	
<b>Total Expense excl Personnel</b>	<b>269,226</b>	<b>266,296</b>	<b>336,948</b>	<b>6,805</b>	<b>343,753</b>	
Personnel	510,855	475,637	523,847	27,171	551,018	Youth Dir reduced 40%, medical & dental ins incr 6%; Key staff salary increases, most starting Jul 1; AB-potential Children Dir 30hr/wk w/benefits starting 1 Aug & Nursery full year
<b>Total Expense</b>	<b>780,081</b>	<b>741,933</b>	<b>860,795</b>	<b>33,976</b>	<b>894,771</b>	Base - \$82,019 over 2021 revised budget FC Recommended -
<b>INCOME less EXPENSE</b>	<b>169</b>	<b>2,833</b>	<b>(25,295)</b>		<b>(5,271)</b>	
Note:						
Prepared with input from staff, clergy, committee & guild chairs, preliminary estimates for Vestry discussion.						

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## Appendix 3, Building and Grounds

### **REPORT TO THE ST. PETER'S CHURCH VESTRY**

**BUILDING AND GROUNDS COMMITTEE**

**NOVEMBER 16, 2021**

#### **REPORT**

1. Smith & VandenBulk Engineers will supposedly be finished this week. We have had trouble communicating with them and getting quality work out of them. At this time we owe them \$ 14,000. They were sent a letter of termination which goes into effect this Friday the 19<sup>th</sup>. They have proved that the overhead system design will function mechanically. That is all we really needed from them. We will pay them now only if they produce a quality set of drawings and specifications.
2. Phil Snyder was able to work with Kelly and Sandfly Locksmith to identify and have recut all keys for the Church. Many sets are now available.
3. Phil Snyder was able to gain access to the Choir Room ceiling with McDevitt Mechanical and the unit in the interstitial space, which apparently has not been serviced or run for a long time is now operable. However, the insulation above that space is in disarray
4. Phil Snyder and Ken Hubbard met with an insulating contractor who is giving the Church a price to reset the Choir Room ceiling insulation and insulate the piping in the Ed Wing attic. That price will go in next year's B&G budget.
5. Phil Snyder and Nate have all lights in the Church working at this time. The price for new LED lights will be included in next year's budget.
6. The additional shingles left by the roofing contractor are wrapped and ready to be moved to the asphalt surface in the parking lot. Habitat will not talk to us again until I send them pictures of the relocated pallets. Phil is working with Grassmasters to see if they will move the shingle pallets but if not, United Rentals will rent us a forklift to move the shingles. If Habitat again balks at taking them, Ken, as always, has a back up plan.
7. Final Report to the Vestry on HVAC.

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**Appendix 4**, (updated, Nov. 16, 2021 – presented but not discussed during meeting)

## **Internal Relationships Strategic Activities Report Vestry Meeting November 2021**

(Sincere thanks to all VPC's that provided information for this report)

### **Aging in Place**

#### **1. Year to Date (October 31) Results**

##### **a. Pastoral Care**

- i. 9 LEVs have been qualified
- ii.

##### **b. Men's Group**

- i. Established (Bible study, Presentations and a Sunday cookout )

##### **c. JUST (Justice Unites Savannah Together)**

- i. City council has used funds during the pandemic to pay hotel bills for the homeless and to subsidize rents. The mayor is establishing an NGO to manage the housing fund.
- ii. A second cycle of JUST has chosen "Cash Bail" as the topic for research.

#### **2. November/December 2021**

- a. Surveys will be conducted in order to further establish the needs of Ageing Place (55 +)

#### **3. Recommendations for these tasks 2022**

##### **a. Pastoral Care**

- i. Implement actions to meet the needs as identified in the survey

##### **b. Men's Group**

- i. Establish additional activities as indicated by the results of surveys

##### **c. JUST**

- i. Support research on "Cash Bail".

### **Invite Welcome Connect**

#### **1. Year to Date (October 31) Results**

- a. IWC has created a different method of tracking our newcomers and newest communicants

- b. IWC has dates for two socials, one in October one in November. At least one will be on the porch at church and will include a tour of the church buildings.

IWC are organizing to do a coffee hour with IWC people

IWC has included IWC people in the Market, and Altar Guild.

IWC with Susanne O'Day' s support has added an IWC statement in Currents and Sunday bulletin

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IWCV put pew cards into the church for newcomers

## 2. November/December 2021

- a. IWCV has been busy this fall hosting its second social since in-person meetings started and implementing and sustaining the items listed under YTD results

## 3. Recommendations for 2022

IWC is committed to this ministry in future:

Will encourages those who have recently come to St. Peter's, for whatever reason, to continue to join us in worship.

Making connections for them to various committees and outreach opportunities.

Pro-actively identify newcomers and give them support through a transition to either a new parish in their new city of Savannah, a change of parishes within Savannah or a change of denominations.

Although Invite Welcome Connect is a committee, all parishioners can help in this important ministry by welcoming anyone whether existing parishioner or someone unknown.

## Greeters

Greeters are booked through November, and everything is going well.

## Ushers

Bill Wright's recruitment effort this summer, resulted in 18 parishioners on the usher team.

AED and CPR training as well as review of medical emergency protocols to be undertaken in October.

Ushers' role in invite-welcome-connect program emphasized.

## Hospitality/Fellowship

All formal Hospitality events were suspended due to Covid. Parishioners who saw the need for the few events (farewells etc.) mounted them and staffed them by their own initiative.

## Adult Education

Forums and Discussions Planned Meeting are included every week in "Currents".

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Adult formation/Education also includes other regular offerings, like Evening Prayer, the Wednesday bible study, and the men's group gatherings on Sunday mornings."

## Parish Weekend

Not a planned activity in 2021

## Greeting Cards - Edwina Walker

### 1. Year to Date October 31, 2021

- a. A total of 369 postcards have been mailed. 71% of these are for Birthdays and 29% for Anniversaries. All tasks have been completed successfully.
- b. The established system is working very smoothly.
  - i. Thanks to Susanne O'Day for her consistent, timely generation of the monthly Birthday and Anniversary lists and the dedicated volunteers who each take a month to write the postcards.

### 2. NOVEMBER

- a. A total of 35 cards will be sent out.
- b. Calls will be made to volunteers to establish a monthly schedule for 2022.

### 3. DECEMBER

- a. A total of 39 cards will be sent out.
- b. The 2022 monthly schedule will be finalized.

### 4. RECOMMENDATIONS for 2022

- a. Costs of postcards and postage are charged to the Church. However, the Chairperson requests an additional \$100 be added to the program budget in 2022 to be used to thank the volunteers, many of whom have worked with the Greeting Card Ministry for several years.

## PRAYER GUILD – Susan Snyder

### 1. Year to Date October 31, 2021

- a. The Guild presently has 15 members.
- b. Prayers are made daily for those on the confidential Prayer List and those listed in the Bulletin.
- c. There are presently 110 names on the List.
- d. The Guild meets monthly to review and provide status updates.
- e. Quarterly contacts are made by phone or mail to keep information current.
- f. To date, 10 in person meetings have been held and three quarterly contacts have been made.
- g. Because of a recent change in the day of the week for the Monthly meeting, a few members require a personal phone call as a reminder. We expect this to work out in the next month or two.
- h. Focusing on recruiting new members. Recently added two.

### 2. NOVEMBER

- a. Daily prayers will be made for those on the confidential Prayer List and the Bulletin.
- b. The list will be reviewed and updated at the Monthly meeting.
- c. The fourth quarter contacts will be made by phone or personal note throughout November / December.

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## 3. DECEMBER

- a. Daily prayers will be made for those on the confidential Prayer List and the Bulletin.
- b. The list will be reviewed and updated at the Monthly meeting.
- c. The fourth quarter contacts will be made by phone or personal note throughout November / December.

## 4. RECOMMENDATIONS for 2022

- a. There is no current budget for this Ministry.
- b. We would like to request a \$50 annual budget for postage and cards as needed.
  - i. Some on the Prayer List don't use email.

## FLOWER DELIVERY – Kristina Svenson

### 1. Year to Date October 31, 2021

- a. The Flower Delivery Ministry has 8 members currently.
  - i. This small, dedicated group has delivered approximately 140 "Posy To Go" arrangements to St. Peter's shut-ins YTD.
- b. The delivery person fills out the delivery card with the recipient's name and address provided weekly by Pastoral Care.
  - i. The driver schedule is assigned every 2 to 3 months by the Chair.
- c. Everything is going smoothly.

### 2. NOVEMBER

- a. Twelve to sixteen "Posy To Go" arrangements will be delivered.

### 3. DECEMBER

- a. Twelve to sixteen "Posy To Go" arrangements will be delivered.

### 4. RECOMMENDATIONS for 2022

- a. Recommend and source, price and then purchase two commercial quality flower delivery holders to make it easier and safer for drivers to transport multiple vases at on time. We are currently using make shift holders and cardboard boxes.

## Communications

### 1. Year to Date October 31, 2021

- a. Very significant progress has been made with St. Peter's communications, thanks to the great support from Susanne O'Day.
- b. Currently a new web site is being reviewed/developed and studied, and at the appropriate time the use of a 3<sup>rd</sup> party web site developer will be requested.

### 2. November & December

- a. Finalize arrangements with a website developer

### 3. Recommendations for 2022

- a. Agree on content and format of new website and finalize before the end of the 1<sup>st</sup> quarter.
- b. Implement new web site and seek comments and reviews to maximize the benefits of the new website.